

Name of Program:	
Date:	

*This report evaluates the current program year (2005-2006) only.
Exceptions to this rule are noted.

RISK ASSESSMENT SCORE	RISK RATING	Staff Comments

Rating Scale: 0-6 Low Risk 7-14 Medium Risk 15 – 20 High Risk

RISK-BASED MONITORING			
	Low Risk	Medium Risk	High Risk
Progress Reports	QUARTERLY	QUARTERLY	QUARTERLY
Fiscal Reports	QUARTERLY	QUARTERLY	QUARTERLY
Pre-award Document Review (including A-133 Audit)*	X*	X	X
Pre-award Risk Assessment	X	X	X
SITE VISIT: Fiscal Director Interview	As needed	1	2
SITE VISIT: Fiscal File Sampling		1	2
SITE VISIT: Program Director Interview	As needed	1	2
SITE VISIT: Member File Sampling	100%	100%	100%
SITE VISIT: Member Focus Group		1	2
SITE VISIT: Operating Site Interview	As needed	X	X
	as requested by Commissioners	as requested by Commissioners	as requested by Commissioners
SITE VISIT: Commissioner Visit	As needed	As needed	X
SITE VISIT: Program Follow-up Visit	X	X	X
DESK AUDIT: Programmatic Sample	X	X	X
DESK AUDIT: Fiscal Review	X	X	X
DESK AUDIT: Fiscal File Sampling	X	X	X
DESK AUDIT: Electronic Member Survey	X	X	X
TA Sessions	as needed	Biannually, at minimum	Quarterly on site
*Reduced review for low-risk programs.			

The NVSC staff may, based on each individual program's issues, opt to perform additional compliance checks beyond the oversight listed for their risk-assessment rating. Commissioners or the NVSC Executive Director may also request additional oversight or TA if risk management or compliance issues are considerable and/or recurring. All new programs are rated as "high risk".

PERFORMANCE AS AN AMERICORPS PROGRAM	SCORE
Ability to meet program objectives: 0: Met or exceeded all objectives 1: Met most objectives with accompanying explanation 2: Met few objectives; no explanation given for those not met.	
Site Visit Findings: 0: No compliance issues, or few issues cited and immediately addressed. 1: Several compliance issues. Response submitted in timely manner. 2: Several compliance issues that are recurring or inadequately addressed.	
Progress Reports 0: Timely submission / effective reporting 1: Timely submission / inadequate reporting 2: Late or non-submission / inadequate reporting	
Fiscal Reports 0: Always on time and correct 1: On time, frequently needs TA for fully accurate reports 2: Often late and/or inaccurate	
Fiscal Management 0: No fiscal management concerns 1: Fiscal compliance issues cited and corrected 2: Program has been required to repay the Commission for misappropriation of funds.	
Member Enrollment 0: 100% enrollment for prior year. 1: 80% enrollment in prior year / program shows increasing enrollment rates over past 3-year cycle. 2: 79% or below / program shows decreasing enrollment rates over past 3-year cycle.	
Member Retention 0: 90% or above in current year 1: 80% in current year, or less justified by compelling circumstances 2: 79% or below in current year / historically decreasing retention rates.	
Communication with NVSC 0: Program contact NVSC staff proactively. Correspondence returned in a timely manner. 1: Program contacts NVSC sporadically. 2: Program rarely contacts NVSC. Correspondence may not be returned.	
Staff Development 0: Attends all NVSC events. Outside Staff development is ongoing. 1: Attends NVSC events. Relies largely on NVSC staff for assistance. 2: Attends few or no NVSC events. No evidence of outside staff development.	
Complexity of Grant 0: Centrally located, one primary team & objective. 1: Any one of the following: Multi-site, intermediary / sub-grantee, large geographical service area, new plan of service, significantly increased funds or member count. 2: Any two of the above factors.	
RISK RATING (TOTAL):	

ORGANIZATIONAL RISK: For New Grantees	SCORE
Experience with federal funds: 0: Many years of experience managing federal funds 1: Limited years of experience managing federal funds 2: No experience managing federal funds	
A-133 Findings: 0: No audit findings 1: Few audit findings 2: Several significant audit findings	
Staff Experience: 0: Key staff is very experienced with organization and national service 1: Key staff is experienced within organization and services provided 2: Key staff is new to both the organization and to national service	
Staff to member ratio: 1 FTE staff to 15 AmeriCorps members 0: Ratio is adequate 1: Number of staff does not meet ratio, but staff appears adequately prepared 2: Number of staff is likely inadequate	
Organizational Support: 0: Organization is part of national/regional network with significant administrative assistance 1: Significant local administrative support 2: Little or no administrative support within agency. Small program staff “does” everything	
Size of Grant: 0: Funds awarded rank this program in bottom-tier of NVSC (funding) portfolio 1: Funds awarded rank this program in middle-tier of NVSC (funding) portfolio 2: Funds awarded rank this program in top-tier of NVSC (funding) portfolio	